



311 CITY SERVICES  
CITY OF CHICAGO

February 1, 2019

Matt Chapman  
Free Our Info, NFP / MuckRock News  
Via email: [68115-53797406@requests.muckrock.com](mailto:68115-53797406@requests.muckrock.com)

Dear Mr. Chapman:

On behalf of the City of Chicago 311 City Services, I am responding to your Freedom of Information Act ("FOIA") request in which you requested the following. This office received your request 01/25/19.

*A copy of the following records for all past and current employees and contractors employed by this department. Please provide at least, but not limited to, 5 years worth of records.*

*Name  
Email address  
Title  
Name of immediate superior  
Email address of immediate superior  
Direct reports (if applicable)*

*These records will be used to associate against a set of records of all employees provided by the Department of Innovation and Technology. As such, should any of the requested records be unavailable, please let me know at your earliest.*

*I request that the file format be an excel file.*

At this time, I am seeking an extension of five (5) additional working days to respond to the request for one or more of the following reasons identified in 5 ILCS 140/3(e) of FOIA:

- ( ) the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- ( ) the request requires the collection of a substantial number of specified records and configuration of specified file format;
- ( ) the request is couched in categorical terms and requires an extensive search for the records responsive to it;

-Continued-

02/01/19

311 City Services FOIA Response – Extension Letter  
Matt Chapman, Free Our Info, NFP / MuckRock News

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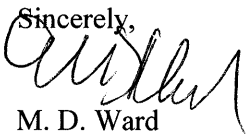
( ) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;

( ) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the FOIA or should be revealed only with appropriate deletions;

(X) the request for records cannot be complied with by the public body within the time limits prescribed by 5 ILCS 140/3(d) without unduly burdening or interfering with the operations of the public body;

( ) there is need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

Sincerely,



M. D. Ward  
Freedom of Information Act Officer  
311 City Services

Attachment(s)

c2/01

# Illinois Freedom of Information Act. Request: Records of employees and related managerial info

68115-53797406@requests.muckrock.com

Thu 1/24/2019 11:09 PM

To: 311FOIA <311FOIA@cityofchicago.org>;

Chicago 311 City Services  
FOIA Office  
2111 West Lexington Street  
Chicago, IL 60612

January 25, 2019

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act., I hereby request the following records:

A copy of the following records for all past and current employees and contractors employed by this department. Please provide at least, but not limited to, 5 years worth of records.

Name  
Email address  
Title  
Name of immediate superior  
Email address of immediate superior  
Direct reports (if applicable)

These records will be used to associate against a set of records of all employees provided by the Department of Innovation and Technology. As such, should any of the requested records be unavailable, please let me know at your earliest.

I request that the file format be an excel file.

Important note: This request has been sent to all 34 Chicago departments listed on Chicago's website. Neither the Department of Innovation and Technology nor the Department of Human Resources maintain information WRT immediate superiors, and so a request to all departments is necessary. If there are any methods from any department to accumulate all requested records from all of Chicago from a single location, I would much prefer to go that route, and will then promptly withdraw any remaining requests.

Relevant text from similar request to the DoHR:

"Concerning your request for manager, direct reports, and email addresses, please note that each City department is a "public body" under Section 2 of FOIA, 5ILCS 140/2(a). See Duncan Publishing, Inc. v. City of Chicago, 304 Ill. App. 3d 778, 784, 709 N.E.2d 1281, 1286 (1st Dist. 1999) ("Clearly, each of the individual departments are subsidiary bodies of the City and are 'public bodies' as defined by the FOIA.") A FOIA request must be directed to the department that maintains the records you are seeking. The Department of Human Resources does not have documents responsive to those portions of your request."

The records responsive to this request are invaluable for understanding the underlying structure of the City of Chicago and its internal operation. As a result, the public's interest for this information far outweighs any burden and associated costs.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Matt Chapman  
Free Our Info, NFP

Filed via MuckRock.com

E-mail (Preferred): 68115-53797406@requests.muckrock.com

Upload documents directly: [https://www.muckrock.com/accounts/agency\\_login/chicago-311-city-services-6607/records-of-employees-and-related-managerial-info-68115/?email=311foia%40cityofchicago.org&uuid-login=7580642e-1341-4e2e-92a6-1df719cecf6#agency-reply](https://www.muckrock.com/accounts/agency_login/chicago-311-city-services-6607/records-of-employees-and-related-managerial-info-68115/?email=311foia%40cityofchicago.org&uuid-login=7580642e-1341-4e2e-92a6-1df719cecf6#agency-reply)

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

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For mailed responses, please address (see note):

MuckRock News  
DEPT MR 68115  
411A Highland Ave  
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.